

Laboratory Safety Training – New Lab Member Checklist

This checklist may be used to assist supervisors with laboratory-specific training for new lab members. Please reach out to Environmental Health and Safety for assistance.

- ☐ Basic laboratory safety
 - ☐ Review [UNO's Lab Safety Manual](#).
 - ☐ Review UNO's [Chemical Hygiene Plan](#) (CHP).
 - ☐ Complete UNO's [Workplace Safety & Health](#) and [Laboratory Safety and Compliance](#) trainings.
 - ☐ Review procedures for working after hours in the lab.
 - ☐ Review procedures for injury/accident reporting and incident: [UNO Employee Incident Report Form](#).
- ☐ Review locations of emergency response equipment and information in the lab:
 - ☐ Fire extinguisher location(s).
 - ☐ First aid supplies location(s).
 - ☐ Safety shower location(s).
 - ☐ Eye wash location(s).
 - ☐ Lab spill kit location and contents.
 - ☐ Evacuation plans.
 - ☐ Fire alarm pull station location(s).
 - ☐ Emergency procedures (flip charts).
- ☐ Review waste disposal procedures for common lab waste items (labeling, packaging, requesting pick-up):
 - ☐ Chemicals.
 - ☐ Radioactive (if applicable).
 - ☐ Pathogenic/Biohazard (if applicable).
 - ☐ Glass (uncontaminated).
 - ☐ Sharps (e.g., needles/razor blades.)
 - ☐ Laboratory Animals (if applicable).
- ☐ Work involving chemical hazards:
 - ☐ Review how to access Safety Data Sheets (SDSs)
 - ☐ Demonstrate how to access the lab's chemical inventory.
 - ☐ Review chemical storage requirements (compatible storage, corrosives cabinet, flammable liquid storage cabinet, flammable liquid storage refrigerator, etc.).
 - ☐ Review handling procedures for particularly hazardous substances (PHS)(if applicable).
- ☐ Personal protective equipment
 - ☐ Discuss required PPE for various lab work, plus additional PPE for specific tasks.
 - ☐ Review where PPE is stored in the lab.
 - ☐ Discuss use of fume hoods, biological safety cabinets or other mechanical ventilation systems.
 - ☐ If multiple types of the same PPE are available, discuss which type corresponds with which task (if applicable).
 - ☐ If a respirator is required for work, arrange for evaluation, training, and fit testing through EHS (if applicable).
- ☐ Housekeeping, maintenance, and inspections
 - ☐ Discuss cleaning procedures for the lab.
 - ☐ Review any routine maintenance procedures of the lab's equipment that staff are required to perform. (Ex: PMs, checks, routine maintenance, etc.).
- ☐ Exposure monitoring/medical surveillance
 - ☐ Discuss signs and symptoms of exposure to hazardous materials/substances used in the lab.

- ☐ Review criteria for medical surveillance, as found in the UNO Chemical Hygiene Plan.
- ☐ Discuss the need for employee to discuss exposure to hazardous substances used in the lab with their health care provider, particularly in instances of immunocompromised status.
- ☐ Working with pathogenic or recombinant/synthetic materials (Not Applicable ☐).
 - ☐ Review standard microbiological practices; use of biosafety cabinet if applicable.
 - ☐ If work involves human blood, other human-derived or non-human primate derived materials, contact Biosafety Officer to enroll in [Bloodborne Pathogens Program](#).
 - ☐ If recombinant or synthetic DNA is used, review procedures for spills, exposures, and reporting requirements.
 - ☐ Review [UNMC Biosafety Manual](#) and lab-specific biosafety manual for BSL-2 labs.
- ☐ Working with radioisotopes (Not Applicable ☐).
 - ☐ Contact Radiation Safety Officer for enrollment into program: 402-559-4658
- ☐ Working with animals (Not Applicable ☐).
 - ☐ Contact the Animal Care & Use Program Operations Manager at iacuc@nebraska.edu.
 - ☐ Determine employee classification and enrollment requirements.
 - ☐ If a respirator is required for work, arrange for evaluation, training, and fit testing through EHS.
 - ☐ PI should educate lab members not working with animals on potential hazards.
- ☐ Additional lab-specific hazards, processes, and equipment that require review (list all on the lines below):
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
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 - ☐ _____

I certify the above items have been reviewed with me and I agree to take responsibility for maintaining a safe laboratory environment.

Lab member's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

* Training record should be updated as new areas become relevant; initial and date next to checkboxes for training provided after initial date. Keep a copy of this document and send a copy to EHS.